

**10 OCTOBER 2001**



**Security**

**BASE TRAFFIC CODE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 31-2, *Law Enforcement*, and is based upon the Uniform Vehicle Code and Model Traffic Ordinance, and complies with the National Highway Safety Program Standards promulgated under the National Highway Safety Act of 1966. This traffic code assimilates, to the maximum extent possible, the Alaska statewide traffic code and the Municipality of Anchorage, Title 9, and vehicle and traffic code. The provisions of this instruction apply to all personnel assigned, attached, or associated to the 3rd Wing (3 WG) and all other individuals, whether military or civilian, while upon any 3 WG installation or property. This instruction establishes policies and procedures governing motor vehicle traffic supervision and registration requirements on Elmendorf AFB. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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**SUMMARY OF REVISIONS**

This instruction is substantially revised and must be completely reviewed.

**1. References:**

- 1.1. DOD 4160.21M, Property Disposal.
- 1.2. AFI 31-204, Motor Vehicle Traffic Supervision.
- 1.3. AFI 91-207, The USAF Traffic Safety Program.
- 1.4. AFP 110-3, Civil Law.
- 1.5. WGI 91-202, Ground Safety Standards for the Elmendorf AFB Mishap Prevention Program.
- 1.6. Title 13 Public Safety, Alaska Administrative Code.
- 1.7. Title 28, Motor Vehicle Laws of Alaska.
- 1.8. Uniform Vehicle Code and Model Traffic Ordinance.
- 1.9. Municipality of Anchorage, Title 9, Vehicle and Traffic Code.
- 1.10. Manual of Uniform Traffic Control Devices for Streets and Highways.

## **2. Traffic Supervision/Rules of the Road:**

**2.1. Purpose.** To provide the safe and efficient movement of traffic, and use of vehicle parking spaces on Elmendorf AFB. Only situations and rules unique to Elmendorf AFB are explained below. All statutes under Title 13, Public Safety, Alaska Administrative Code Title 28, *Motor Vehicle Laws of Alaska*, and Municipality of Anchorage Traffic Code are applicable to traffic on Elmendorf AFB, except as noted in this instruction.

**2.2. Enforcement of Traffic Code.** The Chief, Security Forces (CSF) is responsible for the enforcement of all traffic laws and regulations, including applicable state and city laws, on Elmendorf AFB.

2.2.1. Security forces will issue DD Form 1408, *Armed Forces Traffic Ticket*, to all active duty violators of this traffic code, and DD Form 1805, *Federal Violation Notice*, to all civilian, retired military, Guard and Reserve violators of this traffic code or any other applicable traffic offenses. Security forces may use AF Form 3545, Incident Complaint Report, when a lengthy explanation is required for serious violations such as drunk, negligent or reckless driving. Security forces will use the Traffic Complaint, to record all complaints of traffic violations from the base populace.

2.2.2. Persons subject to the Uniform Code of Military Justice (UCMJ) are subject to trial by court-martial, punishment under Article 15/UCMJ, or other types of disciplinary or administrative action deemed necessary by the unit commander for violations of the provisions of this instruction, other applicable regulations, directives, or laws pertaining to traffic.

2.2.3. Persons not subject to the UCMJ can be cited in accordance with this instruction or Alaska State Law and may be subject to trial before a US Magistrate for violations of law pertaining to traffic.

2.2.4. Persons not subject to the UCMJ are subject to administrative action by the installation commander, or designated representative, for violations of this instruction.

2.2.5. For offenses not listed in this instruction, citations may be issued and assessed points in accordance with Alaska State Law.

**2.3. Exceptions Authorized.** The driver of an authorized emergency vehicle, when responding to a dispatch, or security forces vehicle in the pursuit of a suspected violator of the law, may within reason

and with due regard for the safety of all persons, exercise the following privileges only when using authorized visual and audible (except when parking or standing) signals.

2.3.1. Park or stand, irrespective of the provisions of this traffic code, provided they do not create a traffic hazard and the parking is for official reasons.

2.3.2. Proceed past a red light stop signal or stop sign only after utilizing all emergency lights and sirens. Emergency vehicles must not assume they have to right of way.

2.3.3. Exceed the maximum speed limits, as long as this does not endanger life or property and is limited to Code 3 responses (potential life or death situations).

2.3.4. Disregard regulations governing direction of travel or turning in specified directions as long as this does not endanger life or property.

2.3.5. Emergency equipped vehicles may be left running unattended when emergency equipment is operating and needed to maintain power for accessories.

**2.4. Obedience to Traffic Enforcement Officials or Those Persons Designated.** No person will willfully fail or refuse to comply with any lawful order or direction of any traffic enforcement officials or persons directed by security forces to control traffic.

**2.5. Eluding an Enforcement Official.** Any driver of a motor vehicle who willfully fails or refuses to bring his/her vehicle to a stop or who otherwise flees or attempts to elude pursuing security forces vehicles will be ticketed. The signal given by the enforcement official may be by hand, voice, whistle, emergency light, or siren.

**2.6. Eluding Traffic Control Devices.** It's unlawful for any person to drive through parking lots or other areas to elude specific traffic control devices to include signs, stanchions, and persons controlling traffic.

**2.7. Crossing Fire Hose.** No vehicles will be driven over an unprotected fire hose laid down on any roadway during an emergency response, unless directed to cross by security forces or fire department personnel.

**2.8. Driving in Prohibited Areas.** Operators will not drive vehicles in areas prohibited by this traffic code, or in areas specifically identified in this section. The driver of a motor vehicle will not drive through an area that is posted, marked, or barricaded by means of barriers, traffic cones, or signs.

**2.9. Limitations on Backing.** A driver will not back a vehicle unless such a movement can be made safely. When backing vehicles with limited vision to the rear, a spotter will be used. If no spotter is available, the operator, prior to backing, will visually check the area in which the vehicle will be backed. A government owned vehicle (GOV) operator may sound the horn in addition to other measures in this paragraph.

**2.10. Overtaking and Passing Foot Troops.** All drivers will yield the right-of-way to all formations of foot troops marching on a street or roadway on Elmendorf AFB. The maximum speed while passing troops (from any direction) is 10 miles per hour (MPH).

2.10.1. If overtaking a formation going in the same direction, the operator will not pass the formation until signaled or motioned by the troop commander.

2.10.2. If meeting a formation going in the opposite direction, the operator will reduce speed and pass with caution.

**2.11. Pedestrian Limitations and Other Right-of-Ways.** Pedestrians will obey the instructions of any official traffic control device, specifically applicable to pedestrians, and are subject to the following limitations and restrictions.

2.11.1. Recommend pedestrians or joggers wear reflective clothing during periods of reduced visibility.

2.11.2. Pedestrians will walk, run, or jog on the sidewalk/path, when provided. When no sidewalk or path is present, pedestrians will walk, run, or jog on the furthest outside shoulder on the left side of the roadway, facing oncoming traffic.

**2.12. Wearing a Device that Affects Hearing (Headphones).** No person may drive, walk, jog, ride a bicycle, or coaster wheeled conveyance on streets or roadways (designed for vehicle traffic) while wearing any device or instrument, which substantially impairs his/her hearing. This includes, but is not limited to, the use of headsets or earphones containing or connected to any source of sound. Excluding motorcycle helmet intercom system designed to provide communication between a motorcycle operator and passenger are authorized.

**2.13. Unattended Vehicles.** No person in charge of a motor vehicle will park or stand the vehicle without first stopping the engine, locking the ignition, and removing the key.

2.13.1. During winter periods, vehicles may be left running unoccupied for no more than 10 minutes to warm up the engine prior to operating. Operators are responsible for safety and security of vehicles. Vehicle operators are prohibited from leaving a vehicle running while entering a facility to conduct business (for example., stopping at the Commissary or main Base Exchange to shop, dropping off mail at the Post Office).

2.13.2. Children under 12 years of age will not be left unattended in a motor vehicle.

2.13.3. Vehicles will not be left unattended on jacks, regardless of the time element involved. Vehicles that must have wheels removed for repair or vehicle maintenance will be lowered onto jack stands and other wheels chocked, when unattended.

**2.14. Unsafe Operation of Vehicle.** No person will operate a vehicle with more occupants than available restraint devices. No person will be permitted to operate a privately owned vehicle (POV) with personnel in the back of pickup trucks. GOVs may be used to transport personnel in the back, however, all personnel must sit on the floor of the bed.

2.14.1. Any motor vehicle carrying a payload which hinders the steering, braking or stability of a vehicle may not be operated on Elmendorf AFB.

2.14.2. Animals in uncovered vehicles must be tethered to prohibit the animal from exiting the vehicle while in motion.

2.14.3. All limbs and/or body parts must be inside the vehicle at all times when in motion. It is the driver's responsibility to ensure all occupants comply with this paragraph.

2.14.4. A vehicle's lowest portion of the body should be no higher than 3" higher than the top of the frame or a maximum frame height of 24" for a vehicle up to 4,500 pounds or 26" for vehicles between 4,500 and 7,500 pounds.

2.14.5. All vehicles must be maintained in a mechanically safe condition. Vehicles found to be unsafe will not be operated. Towing for an unsafe vehicle is the responsibility of the owner/oper-

ator. The operator will be cited for the offense and have 72 hours to fix the condition. If proof of correction is provided to the Security Forces Desk the citation may be voided and forwarded to 3 SFS/SFAR.

2.14.6. Any motor vehicle towed by another vehicle must use a rope or strap commercially designed for towing. The strap must be at least 20 feet in length with a red or orange flag centered between the vehicles. A maximum speed of 20 MPH will be adhered to. Both vehicles should use hazard lights and other signaling devices. The use of chains or tie-down straps is unauthorized for towing.

2.14.7. Vehicles must have fenders, mud flaps or other anti-spray device to prevent the vehicle from being a hazard to other vehicles.

**2.15. Safety Belts.** All military personnel and civilians operating motor vehicles on Elmendorf AFB will wear safety belts. All children under the age of four or weighing 40 pounds or less must be in a federally approved child safety seat while in the vehicle. Children between four and seven must be in a restraint or a safety seat belt. The vehicle operator is responsible for all passengers to be restrained.

2.15.1. Operators refusing to wear a safety belt after being advised that wear is mandatory may be denied entry to the installation, unless they desire to proceed on foot.

2.15.2. Security forces will ticket active duty personnel for safety belt violations on DD Form 1408. Unit safety officers/noncommissioned officers (NCO) will identify personnel found not wearing seat belts to their commander.

2.15.3. Security forces will ticket all non-active duty personnel for safety belt violations on DD Form 1805. Unit safety officers/NCOs will identify civilian personnel found not wearing seat belts to their commander or their sponsor's commander.

**2.16. Suspension/Revocation of Base Driving Privileges for Driving Under the Influence (DUI)/Driving While Intoxicated (DWI) Offenses.** Persons who operate motorized vehicles, to include snow machines, all terrain vehicles (ATV), and motor powered watercraft, while under the influence of intoxicants will have their installation driving privileges revoked for one year.

2.16.1. Military or civilian persons driving while intoxicated will be charged with DWI if the breath alcohol content (BrAC) or blood alcohol content (BAC) is .08 or higher. Military personnel with alcohol content between .05 and .08 can be charged for driving while impaired. Impaired drivers will not be permitted to operate the vehicle for a minimum of 8 hours.

2.16.2. The installation commander, or designated representative, will be briefed on all facts concerning on-base DUI/DWI incidents and may authorize the suspension or revocation letter be served immediately to the offender.

2.16.3. For off-base DUI/DWI incidents involving active duty Air Force personnel, the security forces desk sergeant will notify the offender's first sergeant or commander. All information will be entered into the security forces blotter. The 3rd Security Forces Reports and Analysis Section (3 SFS/SFAR) will initiate revocation of the member's installation driving privileges.

**2.17. Implied Consent.** A person who operates or drives a motor vehicle on this installation will be considered to have given consent to a chemical test of his/her blood or breath for the purpose of determining the blood alcohol content. Chemical test for all personnel will be breath, subject to availability of an intoximeter. Test by blood will be offered in the absence of an intoximeter. Refusal to submit

to a chemical test of blood or breath will result in revocation of installation driving privileges. A 12-month revocation will be imposed, regardless of the outcome or findings of administrative or court-martial proceedings.

**2.18. Open Container.** No person may drive a vehicle with an open container of an alcoholic beverage in the passenger compartment of the vehicle.

**2.19. Administrative Suspension/Revocation for Other than DUI/DWI and the Rebuttal Process.** The 3rd Support Group Commander (3 SPTG/CC) is the designated representative concerning suspension and revocation actions. Suspension and revocation actions apply to both private and government vehicles, regardless of the type of vehicle operated for which action was taken. The 3 SPTG/CC may suspend or revoke an individual's installation driving privileges for offenses not listed by instruction or regulation.

2.19.1. Unit commanders or staff agency directors may order the suspension/revocation action of on-base driving privileges for a military or civilian employee. Requests should be in writing to 3 SPTG/CC through the 3 SFS/SFAR.

2.19.2. Automatic suspension/revocation of installation driving privileges will be assessed for the following violations.

2.19.2.1. Minors in possession or consuming alcohol, controlled substances, or using/attempting to use a fraudulent identification (ID) card/drivers license to obtain alcohol will result in suspension of driving privileges for 90 days for the first offense, 1 year for the second offense, and three years for a third or subsequent offense.

2.19.2.2. Any person caught driving on suspension or revocation will have his or her privileges revoked for an additional two years.

2.19.2.3. Failure to submit to a Base Entry/Exit Point Check will result in a 12 month revocation of driving privileges.

2.19.2.4. Active duty military personnel apprehended for Reckless Driving (willful and wanton disregard for the safety of persons or property) will result in a 6 month suspension of base driving privileges.

2.19.2.5. Unsafe or defective vehicles (identified by the accident investigator), as causing a vehicle accident, will result in the suspension of the vehicle operator's base driving privileges for six months. The vehicle may also be impounded.

2.19.2.6. Active duty military personnel apprehended for Negligent Driving will result in a 3 month suspension of base driving privileges. (Military personnel operating a motor vehicle at 20 MPH over the speed limit or more than twice the speed limit for areas where the speed limit is less than 20 MPH will be considered negligent.)

2.19.2.7. Failure to maintain minimum financial responsibility requirements for the state of Alaska will result in a 6 month suspension of base driving privileges.

2.19.2.8. Persons who accumulate 12 traffic points within 12 months or 18 traffic points within 24 months will have their driving privileges revoked for 6 months. Attachment 1, this instruction, contains a list of common violations and the points assessed to base driving privileges and/or state drivers license.

2.19.2.9. Failure to report involvement in a motor vehicle accident resulting in property damage will result in a suspension of 30 days. Any subsequent offense thereafter will result in a 6-month suspension.

2.19.2.10. Failure to remove or renew installation registration decals will result in a 30-day suspension. Any subsequent violation will result in a 60-day suspension.

2.19.2.11. Personnel accumulating three parking tickets within a 6-month period will have their privileges suspended for 30 days.

2.19.2.12. Littering from a vehicle will result in a suspension of 30 days for the first offense. Any subsequent offense thereafter requires a 60-day suspension.

2.19.3. Appeal of an administrative revocation or suspension and rebuttal of an Armed Forces Traffic Ticket must be submitted as follows.

2.19.3.1. Military personnel and civilian employees must appeal revocations or suspensions in writing to 3 SPTG/CC through their unit commander and 3 SFS/SFAR. Appeals must arrive at 3 SFS/SFAR within 10 days after receipt of the revocation/suspension.

2.19.3.2. Civilians or military family members may appeal revocations or suspensions in writing to 3 SPTG/CC through 3 SFS/SFAR. Appeals must arrive at 3 SFS/SFAR within 10 days after receipt of the revocation/suspension notice.

2.19.3.3. Requests for restricted driving privileges may be made at any time during the period of the revocation or suspension.

2.19.3.3.1. Military personnel and civilian employees may submit requests for restricted GOV or POV privileges through their unit commander and 3 SFS/SFAR, to the 3 SPTG/CC.

2.19.3.3.2. Civilians or military family members may submit requests for restricted POV privileges to 3 SPTG/CC through 3 SFS/SFAR.

2.19.3.4. Military personnel may rebut an Armed Forces Traffic Ticket. Traffic ticket rebuttals must be dated no later than 10 days following the receipt of the violation and include an endorsement by the unit commander or first sergeant. Traffic ticket rebuttals will be submitted to 3 SFS/SFAR.

2.19.4. Military members who have lost their installation driving privileges due to accumulation of traffic points are required to attend a DMV approved remedial driver training course. Proof of completion must be presented to 3 SFS/SFAR prior to reinstatement of driving privileges.

2.19.5. Vehicle owners/operators cited for failure to show proof of insurance or registration will have three duty days to provide proof to the Security Forces Desk, that the registration or insurance was in place at the time of the violation. If proof is provided the citation may be voided and forwarded to 3 SFS/SFAR.

**2.20. Noise and Pollution Control.** No person will operate a vehicle emitting excessive sound, whether mechanical or stereo, or a vehicle that emits or leaks excessive smoke or fluids. Excessive sound is defined as a sound, which will cause a normal person to shout or significantly raise the tone of voice to effectively communicate.

2.20.1. All civilian and military personnel assigned to Elmendorf AFB will have a current Alaska emissions (I/M) window sticker displayed on the lower driver's side windshield. This includes vehicles that are registered in another state. Individuals residing outside the Anchorage Municipality who travel to Elmendorf 30 times or less within a two year period are not required to have their vehicle emissions tested but will be ineligible to obtain a DD Form 2220 unless the vehicle is emissions tested. Vehicles without an emissions test will be issued an AF Form 75, *Temporary Vehicle Pass*, for a duration of 24 hours at a time. **EXCEPTION:** If the vehicle is 2 model years and newer or older than 1967.

2.20.2. Red I/M window stickers indicate seasonal waivers and may not be operated on Elmendorf AFB between 1 November and 31 March, unless they possess a valid Municipality of Anchorage waiver.

**2.21. Quiet Zones.** All motor vehicles, including automobiles, trucks, snowmachines, motorcycles, and off-road vehicles (ORV), are prohibited from being operated in and near on-base residential areas in such manner as to create a disturbance of the peace.

2.21.1. Accelerating a vehicle in such a manner as to cause a loud or unusual noise is prohibited.

2.21.2. Sounding a horn is prohibited except to avoid accidents or when backing a GOV.

2.21.3. The hours designated for "quiet hours" in residential areas are between 2200-0600 Sunday thru Thursday, and 2300-0700 on Friday and Saturday.

**2.22. Right-of-Way to Snow Removal Equipment.** All vehicles except authorized emergency vehicles will grant the right-of-way to snow removal operations. Overtaking and passing snow removal equipment is prohibited unless instructed to proceed by the equipment operator.

**2.23. Studded Tires or Tire Chains.** Studded tires or tire chains are authorized from 15 September to 1 May. Vehicles with studded tires or tire chains will be denied access to the installation and ticketed after 01 May.

**2.24. Driving With Obstructed Vision, Safety/Warning Lights.** No operator will operate a vehicle without first clearing all windows, front, side, and rear of all obstructions. Operators will also clear obstructions, snow, ice, and dirt from all headlights, safety lamps, warning lights, and license plates. Vehicles, which are not cargo vehicles, will not be loaded so to restrict visibility in the rear.

2.24.1. Vehicles may not be operated with window tinting that blocks 30 percent of light transmittance for driver and front passenger glass, rear door windows, quarter glass and back glass may not block more than 60 percent of light transmittance. Exceptions apply for medical conditions and commercial vehicles such as limousines and passenger buses.

2.24.2. Tinted license plate covers may not be used on Elmendorf AFB.

2.24.3. Vehicles may not be operated with tinted covers that completely cover any rearward facing safety/warning lights (regardless of daylight conditions). Taillights must be positioned between a maximum of 54" or a minimum of 24" from the ground.

**2.25. Headlights Requirements.** Headlights will be used 30 minutes prior to sunset until 30 minutes after sunrise, and when visibility is reduced. Headlights must be positioned between a maximum of 54" or a minimum of 24" from the ground.

2.25.1. Motorcycles will have headlights on whenever in motion.



2.25.2. The use of tinted headlight covers are prohibited when the use of headlights is required.

2.25.3. The use of parking lights, when a vehicle is in motion during reduced visibility/hours of darkness will only be allowed while vehicles are entering installation entry control points. When a vehicle is parked off the main traveled portion of the roadway or a street where parking is not common or prohibited, the driver will turn on parking lights or emergency flashers.

**2.26. Extended Bumpers.** POVs having extended bumpers to accommodate cab over campers will not exceed a length of 18 inches when the camper is dismounted from the vehicle. Those bumpers, which cannot be shortened to 18 inches, will display two red lights activated by tail and brake lights. Rear turn signals must be visible from a distance of at least 150 feet. In addition, one reflector must be mounted on each side of the bumper to call attention to the extended length.

**2.27. Loads Requiring Security Forces Escort.** A security forces escort will be required for all vehicles with loads of 12 feet or more in width or 14 feet or higher in height. Such vehicles may be operated on streets or highways where pavement is capable of carrying the weight and equipment without damaging the pavement, and along routes that will least interfere with overhead cables or endanger users of the roadway. Security forces will determine the time these vehicles may be moved.

**3. Speed Limits.** No person will drive a vehicle at a speed greater than the posted speed limit, or at which reduced speed is reasonable and prudent under existing weather, road, and traffic conditions with regard for actual and potential hazards, whichever is less. For excessive speed situations see paragraph 2.19.2.6, this instruction.

3.1. The speed limit on Elmendorf AFB is 25 MPH, unless otherwise posted or as indicated below:

3.1.1. Base Housing Area: 15 MPH.

3.1.2. Flight Line: 15 MPH.

3.1.3. Parking Lots: 10 MPH.

3.1.4. School Zones: 20 MPH when lights are flashing, or when children are present, unless otherwise posted.

3.1.5. Alleys: 15 MPH, unless otherwise posted.

3.2. An operator may not drive at a slow speed as to impede the normal flow of traffic.

**3.3. Winter/Inclement Weather Speed Limits.** The 3 SPTG/CC may reduce installation speed limits to 25 mph when conditions warrant. Civil Engineers will change the speed limit signs on Vandenberg Ave., Arctic Warrior Drive Fighter Drive, 46th Street, Airlifter Drive, Talley Ave, and Provider Drive.

3.3.1. Vehicle operators are responsible for maintaining a speed consistent with road conditions that will allow full control of their motor vehicle.

**3.4. Use of Radar/Laser Detection Devices.** The use of radar/laser detection devices to indicate the presence of speed recording instruments, or to transmit simulated erroneous speeds, is prohibited.

**3.5. Use of Cellular Phones.** The use of cellular phones at AAFES gas stations or government refueling locations is prohibited. Use of cellular phones or similar electronic devices while operating a motor vehicle is discouraged.

#### 4. Parking Supervision:

**4.1. Purpose.** Parking restrictions are established to manage on-base parking facilities and support the mission.

**4.2. Enforcement.** For violations discovered while the vehicle is unattended, the license plate number shall constitute prima facie presumption, the registered owner of the vehicle was the person responsible for the violation.

**4.3. Prohibited Parking.** Unauthorized vehicles will not be parked in areas marked or designated as reserved parking, nor will an operator park a vehicle where it's prohibited by signs, markings, or other provisions of this code, except those given to emergency vehicle operators. Parking rules are enforced 24 hours per day.

4.3.1. No person will impede the normal flow of traffic by parking, stopping, or leave standing any vehicle, whether attended or unattended, upon the paved or main traveled part of the main road.

4.3.2. No person will stop, stand, or park a vehicle, unless necessary, to avoid other traffic or comply with the directions of an enforcement official, in any of the following places.

4.3.2.1. Within 50 feet of any hangar or ammunition or fuel storage areas, except in designated parking spaces.

4.3.2.2. Within 10 feet of any building or structure, except in designated parking spaces. Campers, trailers, and motor homes will not be parked within 15 feet of any guest quarters building.

4.3.2.3. Blocking driveways.

4.3.2.4. In reserved spaces.

4.3.2.5. Upon lawns and on seeded areas, except during winter months when determined safe by the 3 SPTG/CC.

4.3.2.6. Within 15 feet of trash containers (dumpsters), unless specifically authorized by a marked parking space.

4.3.2.7. Parking vehicles, utility trailers, boats, or campers in a fire lane.

4.3.2.8. Parking within 15 feet of any building exit or furnace room is prohibited, except for loading and unloading.

4.3.2.9. In areas where parking spaces have been outlined by painted lines on the paved surfaces, vehicles must be parked within the markings as provided. Areas painted with multiple white stripes are designated "**NO PARKING**" areas.

4.3.2.10. Within 15 feet or blocking access to any fire hydrant, or US Post Office mailbox.

4.3.2.11. Parking opposite the normal flow of traffic.

4.3.2.12. Parking in a posted loading/unloading zone, unless for loading/unloading.

4.3.2.13. GOVs will not be parked or stored inside buildings or structures, other than those specifically designated as motor pools, vehicle warm storage buildings, or maintenance garages.

4.3.2.14. No vehicle will park on or along any public roadways, streets, or parking lots for a period exceeding 48 hours.

4.3.2.15. Vehicles will not be parked in areas not marked for parking. **EXAMPLE:** In the middle of an asphalt cul-de-sac, and so forth.

**4.4. Major Maintenance in Parking Areas/Housing Areas.** Major maintenance such as bodywork, disassembly of transmission, rear end, or the motor will not be performed on vehicles in any parking areas or housing areas. In addition, major body repairs are prohibited in the listed areas. Minor repairs, such as changing tires, fan belts, wheel cylinder, and motor tune-ups are authorized; however, oil and/or transmission fluid changes are prohibited.

**4.5. Authorized Parking in Housing Areas.** POVs in housing areas will be parked in assigned or designated parking areas or driveways. The following street parking is authorized for passenger cars, motorcycles, and pickup trucks without mounted cab over campers.

4.5.1. Burge Ave. (west side only).

4.5.2. Saville Ave. (north side only).

4.5.3. Bong Ave. (east side only).

4.5.4. Arnold Ave. (east side from Arctic Warrior Drive to 10th Street only).

4.5.5. Andrews Ave. (east side only).

4.5.6. Enlisted Hero Drive (west side only).

4.5.7. Metzger Ave. (both sides of street).

4.5.8. All hospital housing courts (right side only).

4.5.9. McGuire Ave. (west side between 15th and 17th Streets).

4.5.10. Luke Ave. (east side between 15th and 17th Streets and north side between 18th and 19th Streets only).

4.5.11. Lindberg Ave. (right side between 19th and 20th Streets only).

4.5.12. Bullard Ave. (south side between Arctic Warrior Drive to Andrews Ave. only).

4.5.13. Blake Ave. (east side only).

4.5.14. Fairchild Ave. (east side between 8th Street to 3rd Street and both sides from 3rd Street to 2nd Street only).

4.5.15. Quesada Ave. (both sides).

4.5.16. 22nd Street (south side between Rickenbacker Ave. and Building 9497exit only).

**4.6. Additional Authorized Parking in the Housing Areas.** Pickup trucks with cab over campers are authorized to park on the following roadways in housing area.

4.6.1. All hospital housing courts (right side only).

4.6.2. McGuire Ave. (west side between 15th and 17th Streets only).

4.6.3. Luke Ave. (east side between 15th and 17th Streets only).

4.6.4. Metzger Ave. (both sides of street).

- 4.6.5. Fairchild Ave. (east side between 8th and 3rd Streets and both sides from 3rd Street to 2nd Street only).
- 4.6.6. Quesada Ave. (both sides).
- 4.6.7. Vosler St. (north of Provider both sides of the street, west of Provider no parking on street).
- 4.6.8. Gray Loop (both sides).
- 4.6.9. Ward Loop (both sides).
- 4.6.10. Casey Lane (designated parking areas only).
- 4.6.11. Staffan Court (designated parking in center of court only).
- 4.6.12. Rafferty Court (designated parking in center of court only).
- 4.6.13. Wiedekamp Court (designated parking in center of court only).
- 4.6.14. Gainey Court (designated parking in center of court only).
- 4.6.15. Faust Court (designated parking in center of court only).
- 4.6.16. Provider Dr. (no parking on street).

**4.7. Parking Recreational Vehicles (RV).** Private vehicles, boats, campers/trailers, ATVs or snowmobiles will not be parked or stored inside government buildings or structures with the exception of quarters' garages.

4.7.1. Trailers, whether recreational, boat, or utility, will not be parked in housing areas or dormitory parking lots for periods longer than 48 hours for maintenance and to load/unload before or after trips. They must be parked in authorized base storage areas or an off-base storage facility.

4.7.2. Private vehicles, boats, campers/trailers, recreational vehicles, ATVs or snowmobiles will not be parked or stored on the lawns, next to quarters, or otherwise off paved areas. **EXCEPTION:** Snowmachines may be stored on lawns between 1 October and 15 April, for up to 48 hours, when approved by 3 SPTG/CC.

4.7.3. Motorcycles will be stored in an approved storage lot or an off-base facility between first snowfall and break-up. Dormitory residents may use the storage lot adjacent to Building 7079. The Housing Office is the point of contact (POC) for dormitory personnel.

**4.8. Enforcement.** Vehicles parked in violation of this instruction will receive a traffic ticket. If the vehicle is not removed, the vehicle may be towed and stored at the owner's expense. Normally, the tolerance is 48 hours; however, parked vehicles that impede vehicle/pedestrian traffic, snow removal operations, or pose a safety hazard may be towed immediately if the owner/operator cannot be located.

4.8.1. Any vehicle partially dismantled, non-operational, wrecked, junked, or in derelict condition parked on a public street, roadway, or parking lot is subject to impoundment at the owner's expense, including towing and storage fees.

4.8.2. Non-operational vehicles, trailers, ATVs, snowmobiles, vehicles awaiting parts, or vehicles whose owners do not desire to operate them will be stored at the owner's risk inside the fenced area at the Base Auto Hobby Shop, with permission of the shop manager.

4.8.3. Non-operational vehicles, vehicles awaiting parts, or vehicles whose owners do not desire to operate will display current vehicle registration on license plates. **EXCEPTION:** Vehicles stored at the Base Auto Hobby Shop are exempt from this requirement.

**4.9. Parking While on Temporary Duty (TDY)/On Leave.** Personnel residing in base housing who are departing TDY or on leave may leave their primary means of transportation parked in base housing during that period of time; however, they will ensure there is a POC's name and phone numbers available who can move the vehicle if the need arises. Vehicles without current registration will be ticketed. Regardless, no vehicle will be parked in excess of 48 hours, unless left in the owner's driveway.

4.9.1. Dormitory residents, who are departing TDY or on leave, must either ensure there is a POC's name and phone number available who can move the vehicle if the need arises, or park in the long-term parking area located on Doolittle Street in the farthest north east corner. Owners will post either a copy of TDY orders or a leave form in the lower left-hand corner of the windshield in the vehicle (with Privacy Act Information excluded) while parked in the long-term parking area. Vehicles without current registration will be ticketed.

4.9.2. Personnel living off the installation and personnel who reside in base housing to include personnel on TDY or leave, military retirees, and military dependents who have been selected for a flight that departs from the Air Mobility Command (AMC) passenger terminal may park in the AMC long-term parking area for a period not to exceed 60 days. Vehicle owners will use the lot at their own risk. The vehicle must possess current state registration. Owners will register the vehicle with AMC terminal personnel and receive a 732 Form 14, *Parking Pass*, to be placed on the dash of the vehicle. A POC's name and phone number will be listed on the parking pass to move the vehicle if the need arises.

4.9.3. Personnel living on or off the installation who are departing TDY may leave their vehicle in a long-term parking area designated by the respective unit commander. A copy of TDY orders will be posted in the lower left-hand corner of the windshield with a POC name and telephone number.

4.9.4. Unit commanders must accomplish the following concerning their designated long-term parking area.

4.9.4.1. Ensure all vehicles can be moved in the event of an emergency. Additionally, ensure vehicles parked for a long period of time do not create a traffic hazard or pose a problem for security.

4.9.4.2. Coordinate the location of long-term parking with 3 CES snow removal. The 3 CES will not plow long-term parking areas. The individual, upon return from TDY, will be responsible for removing his or her vehicle from the snow.

#### **4.10. Special Parking Situations.**

4.10.1. Only base housing residents are authorized to park on sidewalks and in no parking zones during snow removal operations in their respective living areas. All attempts to legally park a vehicle must be exhausted before parking on sidewalks or in no parking zones. No vehicle will be parked in a manner, which creates a safety hazard (for example, double-parked, blocking traffic.) Vehicles must be immediately parked in legal parking spaces within two hours following snow removal operations.

4.10.2. Vehicle owners/operators patronizing the Susitna/Kashim Clubs or the bowling alley are authorized to park their vehicles for a 24-hour period in the club parking area if they are incapable of safely operating the vehicle. An operator making the request must provide the facility manager with the year, color, make, model, and license plate of the vehicle. If the facility manager is not available the 3 SFS Security Forces Desk will be contacted directly.

4.10.2.1. The facility manager will record the vehicle information and operator's name and home phone. He or she will advise 3 SFS Security Forces Desk Sergeant of this information at 552-3421.

4.10.2.2. All vehicles not removed within a 24-hour time period will be ticketed.

4.10.3. The first three rows located between Buildings 7122/Base Theater and 7137 Chapel #1 are designated as parking for all dormitory residents.

4.10.4. Personnel are not authorized to park in the loading zone on 9th Street, located adjacent to the AAFES Shoppette, unless loading or unloading merchandise. AAFES vehicles are allowed to park in this area for the period of time required to load or unload merchandise. After completion, the vehicle must be moved to a legal parking area.

4.10.5. Vehicles will not be constructed in the base housing or dormitory areas. This type of maintenance or construction will be accomplished at the Base Auto Hobby Shop or an off-base facility. Vehicles parked at the Base Auto Hobby Shop must have a valid parking permit issued by Auto Hobby Shop personnel. Vehicles with expired permits will be considered derelict and will be impounded at the owners expense.

4.10.6. Operators who are locked out of their vehicles may contact the 3 SFS to assist in reentry to their vehicle only if one of the following circumstances exist: Child locked in vehicle, impeding traffic or vehicle running with unrestrained pet inside.

**4.11. Parking for Purposes Prohibited.** Vehicles advertised for sale will not be posted in any area for the specific purpose of advertisement. **EXCEPTIONS:** Properly registered vehicles may be parked in the vehicle "For Sale" lot, their base housing or dormitory area, and duty location when displaying a for sale sign as long as they are legally parked and used as a primary means of transportation.

**4.12. Parking Warden Program.** Commanders may designate personnel to assist security forces in parking enforcement adjacent to their facilities.

4.12.1. Appointments must be made in writing to 3 SFS/SFOP and include up to two personnel per unit. Letters must be updated each year during the month of January or as changes occur. Include the nearest building number to the parking lots where enforcement will occur.

4.12.2. The 3 SFS/SFOP will schedule training for all personnel appointed as parking wardens.

4.12.3. Parking wardens will forward all tickets to 3 SFS Security Forces Desk Sergeant on the same day issued.

## **5. Accident Reporting and Investigation:**

**5.1. Driver's Responsibility.** Drivers are responsible for reporting accidents involving death, bodily injury, damage to GOVs, POVs, and other property. In addition, drivers are required to ensure that they possess proof of a valid driver's license, vehicle registration, and insurance.

5.1.1. The driver of a vehicle involved in an accident will immediately notify the 3 SFS Security Forces Desk Sergeant at 552-3421.

5.1.2. Vehicles will not be moved from the accident scene prior to the arrival of security forces personnel, unless creating a safety hazard.

5.1.3. After reporting the accident to security forces, the operator of any vehicle striking an unattended vehicle must attempt to contact the owner of the unattended vehicle. Whether attempt to contact an owner is successful or not, all parties involved must remain at the accident scene until security forces arrive.

**5.2. Occupants or Other Persons Responsibility.** When a driver of a vehicle is physically incapable of giving immediate notice of an accident and there is an individual in the vehicle at the time capable of doing so, that person will give notice to the 3 SFS Desk Sergeant at 552-3421 as soon as possible.

**5.3. Accident Investigation.** Security forces will respond to all accidents occurring on Elmendorf AFB, and upon arrival will accomplish either an AF Form 1315, *Blotter Entry and/or Patrolman's Worksheet*. For any accident the accident investigator may impound a motor vehicle pending further investigation.

## **6. Vehicle Registration and Related Requirements:**

**6.1. License Plates.** License plates will be kept free of dirt, snow, or other road film hindering identification of the vehicle (including tinted covers). Vehicles parked or operated on the installation must display current state license plates this includes vehicles parked in any base storage lot except the Auto Hobby Shop (awaiting parts or under construction) are exempt from this requirement.

**6.2. Military Family Members Responsibilities.** Military family members who purchase a vehicle in Alaska and register the vehicle as the sole owner must obtain Alaska license plates.

**6.3. Driver's License.** All personnel (military or civilian) must have in their possession a valid state issued driver's license while operating any POV.

6.3.1. All personnel (military and civilian) who operate a GOV (appropriated or non-appropriated) will have an AF Form 2293, *US Government Motor Vehicle Operator Identification Card*, or valid state issued driver's license in their possession.

6.3.2. Any person ticketed for operating a motor vehicle without a driver's license in their possession will present their license to their commander the first duty day following the violation.

6.3.3. Military family members must obtain an Alaska driver's license within 90 days of entry into the state.

6.3.4. Personnel in possession of an expired driver's license will be denied base registration until a valid license is obtained. **EXCEPTION:** Military personnel possessing an out-of-state driver's license of which they are a current resident and that state provides a military renewal exemption.

**6.4. Base Registration.** All individuals assigned to Elmendorf AFB are required to register their POVs with the 3 SFS within 15 days from the time the vehicle enters the Anchorage area or from the date of purchase. Vehicles with temporary plates will be issued an AF Form 75 in 30 day increments. The following documents are required for vehicle registration and re-registration.

- 6.4.1. Current active duty military, family member, retiree, or civilian DoD ID card.
- 6.4.2. Current Driver's License.
- 6.4.3. Proof of Insurance (Insurance Certificate). Insurance must meet or exceed the minimum requirements for the state of Alaska.
- 6.4.4. Current Vehicle Registration Certificate.
- 6.4.5. Current Alaska Emissions (I/M) Certificate, regardless of State registered in. See paragraph 2.20.1, this instruction.
- 6.4.6. DD Form 1408 will be issued for personnel who are assigned to Elmendorf AFB who fail to register or maintain base registration on their POVs within 15 days. Unless exempted by paragraph 2.20.1, this instruction.
- 6.4.7. First offense will be dealt with by the individuals First Sergeant and/or Commander.
- 6.4.8. Second offense will result in a 30-day suspension of driving privileges.
- 6.4.9. Third offense will result in a 1-year suspension of base driving privileges.
- 6.4.10. Base decals will be permanently affixed on a clearly visible portion of the windshield either on the outside, lower, left (drivers) side windshield or top center of the windshield. On two-wheeled vehicles, refer to paragraph 8.1, this instruction.
- 6.4.11. All vehicles registered to personnel assigned to Elmendorf AFB must display a DD Form 2220, *Elmendorf AFB Installation Tab*, and an expiration tab (AF Form 2219, *Registered Vehicle Expiration*) to be valid. Installation tabs will be placed underneath the DD Form 2220 and expiration tab will be placed on the right side of the DD Form 2220. Altogether they will form a 4"x2" horizontal rectangle.
- 6.4.12. Security forces will confiscate any unauthorized, expired or DD Forms 2220. Decals not clearly visible are considered improperly mounted, and may be removed.

**6.5. De-registration Procedures.** The registrant will remove base decals and remnants will be taken to 3 SFS at the Boniface Visitor Control Center upon sale or other disposition of the vehicle.

- 6.5.1. If the vehicle is sold to another military member, both members must report to the Visitors Control Center to transfer a current base decal to the new owner.
- 6.5.2. When transferring vehicle possession using a power of attorney, the designee on the power of attorney will register the vehicle in his/her name, using the current decals.
- 6.5.3. All transfers of base decals will require the same documents as an initial registration, see paragraph 6.4, this instruction.

**6.5.4. De-registration Due to Revocation.** Individuals will remove the DD Form 2220, and turn it in to the 3 SFS/SFAR within 3 duty days after receiving notice of revocation. The vehicle may be registered in a military family member's name and the present DD Form 2220 may remain on the vehicle, if a military family member meets registration requirements.

Failure to de-register a vehicle will result in a 30-day suspension of driving privileges.



**6.6. Visitors Procedures.** The AF Form 75 will be used to identify vehicles and personnel on Elmendorf AFB on a temporary basis. Passes are obtained at the Boniface Visitor Control Center. This is the only authorized entry point for visitors requesting entry to the installation.

6.6.1. All extended passes and contractor passes (longer than a 72-hour time period) will be issued by 3 SFS/SFOSSP.

**6.6.2. Requirements for Visitors to Receive Passes:**

6.6.2.1. Authorized on base sponsor must be contacted and visit must be verified with the sponsor either in person or by calling an on-base phone number.

6.6.2.2. Current State Drivers License:

6.6.2.3. Proof of Insurance (Insurance Certificate). Insurance must meet or exceed the minimum requirements for the state of Alaska. Rental car contracts that show insurance provided by the rental company is in effect do not require proof of insurance.

6.6.2.4. Current Vehicle Registration.

6.6.2.5. For visits longer than 30 days, a current Alaska Emissions (I/M) Certificate (regardless of State registered in). See paragraph 2.20.1, this instruction.

6.6.3. Personnel who request personal passes for non-DoD credential individuals greater than 30-days will make requests, in writing, to the Chief, Security Forces.

6.6.4. Instruct vehicle operators or pedestrians to destroy the AF Form 75 upon expiration.

6.6.5. AF Forms 75 or passes issued at other military installations will not be honored on Elmendorf AFB.

6.6.6. The vehicle portion of AF Form 75 will be displayed on the driver's side dashboard and the visitor portion will be retained on their person.

**6.6.7. WG Form O-22, Special Event Request Form, Process.** Requests for 5-25 or fewer visitors are made on 3 WG Form O-22 at least 5 days prior to the event. If 26 to 100 visitors are requesting to be sponsored, written request is made to the CSF at least 2 weeks in advance. When visitors are expected to be more than 100, a written request is made to the 3 SPTG/CC at least 3 weeks prior to the event.

**7. Safety Requirements/Defective Vehicles:**

7.1. Persons will not operate a vehicle not in compliance with state of Alaska safety requirements. Owners will not allow an unsafe or defective vehicle to be operated.

7.1.1. Military personnel who are ticketed for unsafe/defective vehicle operations will report the citation to their first sergeant or commander on their next duty day. Corrections must be made within 72 hours of the ticket. If the defect is corrected, the ticket can be brought to the Security Forces Desk where the correction will be verified and the citation can be voided and forwarded to 3 SFS/SFAR.

7.1.2. Civilians may report to 3rd SFS Security Forces Desk, Building 8517, within 72 hours with corrected discrepancies. Security forces personnel will verify the correction and void the ticket and return it to 3rd SFS/SFAR.

7.1.3. Uncorrected violations or corrections made after 72 hours will result in a request for command action and the assessment of traffic points, when warranted. Uncorrected deficiencies will result in de-registration of the vehicle.

7.1.4. Unsafe or defective vehicles identified, as causing a vehicle accident, will result in the suspension of the vehicle operator's base driving privileges for 6 months.

## **8. Motorcycles and Motor-Driven Cycles:**

**8.1. General.** For the purpose of this instruction, motorcycles include any motor driven cycle. Active duty motorcycle operators must (all others are encouraged to) attend an approved motorcycle safety course. The base decal must be affixed to the front fender or front frame/fork of those motorcycles without fenders.

**8.2. Authorized Operators.** When operating a motorcycle, operators will have in their possession a valid license/operator's permit and Motorcycle Safety Foundation course completion card. Pending completion of the safety course, the driver will have in his/her possession a letter from the 3 WG Safety Office stating that he/she is scheduled for the course. The practice motorcycle area is located on Taxiway "P" between Fighter Drive and the Outdoor Recreation, Building 8326. The Air Force accepts no liability for damage/injury incurred as a result of using this area. Personnel using this area will be in possession of an Alaska State Motorcycle or Motor Scooter license/permit. Military family members will be under the supervision of the sponsor while in the practice area. Mopeds are not permitted to have passengers.

**8.3. Registration Requirements.** Must comply with all provisions of paragraph 6.4, this instruction. Possess a motorcycle endorsement on a valid drivers license and active duty personnel must have a Motorcycle Safety Foundation Course completion certificate/card.

**8.4. Required Personal Protective Equipment.** Requirements for motorcycle operation on the installation and for Air Force personnel off of the installation include the following: Operators and passengers must wear a securely fastened eye protection, consisting of impact resistant goggles (not glasses) or a full-face shield attached to the helmet (worn in the down position while moving), hard sole shoes or boots (no gym shoes or open toed footwear), full-fingered gloves, long pants, long sleeved shirt, and reflective vest (should be clearly visible and not covered). Helmets must meet Department of Transportation (DoT) standards and be properly worn and fastened. Operators/passengers should consider affixing reflective materials to their helmets. **EXCEPTION:** Goggles or a full-face shield are not required for the operator if the motorcycle is equipped with a windshield that is equal in height to or above the top of the helmet of the properly upright-seated operator.

**8.5. Additional Required Equipment.** Motorcycles must be equipped with two mirrors, one on each side of the handlebars. The operator's view to the rear must be at least 200 feet. Headlights will be on at all times while the motorcycle is in operation.

**8.6. Seasonal Requirements.** Motorcycles will only be operated during periods specified by 3 SPTG/CC, normally after break-up until the first snowfall of the winter season.

## **9. ATVs and Snow Machines:**

**9.1. General.** ATVs include three and four-wheeled motorized vehicles designed primarily for recreational off-road use.

**9.2. Permits and Registration.** Assigned personnel operating ATVs or snow machines on the installation trail system must obtain a Wing Form 35, *Elmendorf Air Force Outdoor Recreation Permit*. The Base Natural Resources Office will issue the Wing Form 35 (one copy) and assign/maintain a control number. In addition, all snowmachines are required to be registered with the state of Alaska.

9.2.1. Snow machine operators must attend an orientation briefing given by the Base Natural Resources Office (must be re-accomplished every 2 years), and must also attend a one time Hands-on Training Course (required by AFI 91-207/PACAF Sup 1, 9 May 1994). Snow machines will be inspected every 2 years.

9.2.2. ATV operators must attend a safety course given by 3rd Wing Safety Office (required by AFI 91-207, PACAF Supplement 1, 9 May 1994). ATVs are required to register with the state of Alaska.

**9.3. Procedures.** Operation on Elmendorf AFB is permitted in designated areas only. Information may be obtained at the Base Natural Resources Office located at the wildlife museum.

9.3.1. Visitors may operate ATVs/snow machines on Elmendorf AFB when accompanied by a qualified permit holder, who accepts responsibility for persons in the group.

9.3.2. During summer months, ATVs must be transported (not ridden) to and from authorized areas as designated by Base Natural Resources Office.

9.3.3. Snow machines may travel through housing areas by the most direct route to the nearest trail. Speed will not exceed 10 MPH.

9.3.4. Snow machine operation is permitted from 0600-2200 daily.

9.3.5. Operation of ATVs or snow machines, specifically designed for youth, is permitted only when accompanied by a qualified and knowledgeable person over 16 years of age. The youth must be in plain sight.

9.3.6. Snow machine operation prior to the accumulation of a sufficient depth of snow (12 inches) and operation on frozen lakes (until the ice is 6 inches thick) is prohibited. The Base Natural Resources Office will open trails and lakes as instructed by 3 SPTG/CC.

**9.4. Areas Prohibited:**

9.4.1. Housing and main base (restricted to and from authorized trails, by the most direct route).

9.4.2. Taxiways and runways.

9.4.3. Sidewalks and seeded areas.

9.4.4. Playgrounds and picnic areas.

9.4.5. The 381 IS antenna farm adjacent to 46th Street.

9.4.6. Gasoline storage areas in the area of 46th Street and Airlifter Drive.

9.4.7. Munitions storage area north of Six-Mile Lake on 46th Street.

9.4.8. In any restricted or controlled area on the installation.

9.4.9. Family Camp area.

9.4.10. Near (50 feet or less) or under static display aircraft.

9.4.11. The base gas station.

9.4.12. Burger King drive through.

9.4.13. Shoppette parking lot.

**9.5. Required Individual Safety Equipment.** All operators and passengers must wear protective devices as described in paragraph 8.4, this instruction.

**9.6. Safe Operation.** ATVs and snow mobiles will have an operational headlamp and tail light and be equipped with a throttle, which when released by hand, will return the engine speed to idle. All off road vehicles must have an effective muffler system to reduce noise.

9.6.1. Snow machines should be equipped with a rubber flap or other deflective device attached to the rear of the frame, covering the exposed track to prevent it from throwing snow, ice, rocks, and other like objects. **EXCEPTION:** If manufacturer does not install flap or device.

9.6.2. An ATV or snow machine may not be used for the purpose of towing or pulling a person, except a sled designed specifically for snow machines. All sled passengers must wear a helmet and eye protection.

**9.7. Accident Reporting.** All operators will immediately report accidents involving damage to private/government property and personal injury to the 3 SFS Security Forces Desk Sergeant at 552-3421.

**9.8. Snowmachine Storage, 1 October-15 April.** All personnel residing on Elmendorf, who own snow machines will store snow machines in their garage, a respective storage area or in an off base storage facility. Temporary parking of snowmachines is permitted in the base dormitory/family housing areas for periods not to exceed 48 hours for maintenance and to load/unload before or after trips. Long-term storage is in authorized storage lots, or at an off-base location.

**9.9. ATV Storage.** All personnel residing on Elmendorf, who own ATVs will store ATVs in their garage, a respective storage area or in an off base storage facility. Temporary parking of ATVs is permitted in the base dormitory/family housing areas for periods not to exceed 48 hours for maintenance and to load/unload before or after trips. Long-term storage is in authorized storage lots, or at an off-base location.

**9.10. Protection of Wildlife and Natural Resources.** No one, while operating an ATV/snowmachine within the limits of Elmendorf AFB, will willfully destroy natural resources or harass wildlife. Riding an ATV through lakes, streams, or wetlands is prohibited.

**9.11. Areas Posted as Prohibited.** No one will operate their ATV/snowmachine in areas posted with signs stating "No Snowmobiling," "No ATV's, or snow machines," "Trail Closed," or "Motorized Vehicles Prohibited."

**9.12. Specially Equipped ATV in Housing Areas.** ATVs equipped with snow removal equipment may be operated in the family housing areas specifically for snow removal only.

## **10. Bicycle/Play Vehicle Operation and Child Safety Restrictions:**

**10.1. Operation.** All traffic regulations apply to persons riding bicycles on roadways.

**10.2. Required Safety Equipment.** All personnel who ride bicycles, skateboard, roller skates or ice skates on the installation **MUST** wear an ANSI/SNELL approved bicycle helmet. Exceptions are

those persons operating three-wheeled bicycles and/or workers operating in an industrial/flight line area designated as a no-hat area, due to potential foreign object damage.

10.2.1. Bicycles ridden during the hours of darkness will be equipped with a lamp on the front, which can emit a white light visible from a distance of at least 200 feet and an approved red rear reflector or light visible at 150 feet.

10.2.2. Every bicycle will be equipped with an approved brake, which will enable the operator to stop.

**10.3. Restrictions.** Riders will use bicycle lanes if provided. Bicycles operated on roadways will be in single file, as far to the right as possible, and use extreme caution when crossing heavily traveled intersections/roadways. Ramps or jumps for skateboards, bicycles, or coaster-wheel conveyances will not be used on installation roadways. In addition, skateboards or other coaster-wheel conveyances will not be operated in roadways or on the sidewalk of the Joint Military Mall or Commissary. WI 91-202, *Ground Safety Standards for the Elmendorf AFB Mishap Prevention Program*, should be referred to for further guidance.

**10.4. Registration of Bicycles.** All personnel are encouraged to mark their bicycles (property of value) with their name or SSAN. Owners should record the make, model, and serial number and keep the information in a safe place.

**10.5. Play Vehicles.** Play vehicles, wagons, cars, carts, tricycles, scooters, skateboards, rollerskates, rollerblades, and all self-propelled toys may not be operated on any Elmendorf roadway.

**10.6. Playing in Roadways.** For safety reasons, no person is allowed to play baseball, street hockey, football, soccer, kickball, or any other recreational sport on Elmendorf roadways.

**10.7. Proper Supervision Defined.** A child who is allowed to play baseball, street hockey, football, soccer, kickball, or any other recreational sport on Elmendorf AFB roadways is considered to be improperly supervised by his/her parent or guardian.

## **11. Reserved Parking:**

11.1. Reserved parking spaces will be held to an absolute minimum on Elmendorf AFB. Unauthorized vehicles parked in reserved slots will be ticketed.

11.1.1. Reserved parking signs will be metal. The back of the metal plate will be sheeted with "3M" (3M is a trademark of the 3M Corporation) high performance vinyl 180-29 Russet Brown and the front will be sheeted with 3M 3279 reflective brown, and 3M 220 high performance vinyl, 220-10 white 1.5-inch lettering will be placed on the front of these signs. The bottom edge of reserved parking signs will be mounted 3 feet about the ground.

11.1.2. Where possible, reserved parking signs shall be placed 6 feet off the edge of curb and centered on the parking slot it designates. If signs are to be placed in a median, the post shall be placed in the center of the median to facilitate dual use from both sides of the median.

11.1.3. Reserved parking spaces are allocated in six categories: Handicapped signs, visitor signs, unit signs, headquarters signs, community area and government/contractor vehicles.

**11.1.3.1. Handicapped Signs.** Each handicapped employee will be authorized a reserved parking space at their primary work location. Additional handicapped spaces will be allocated at each facility to come into compliance with the Americans with Disabilities Act.

**11.1.3.2. Visitor Signs.** Visitor parking is intended for short term, short time parking. A maximum of 30 minutes will be allowed for these spaces. Each facility will be authorized two visitor parking signs near their entrances. Additional visitor parking signs may be authorized if sufficient justification is submitted to and approved by the Base Traffic Engineer. In addition, each squadron is authorized a General/Colonel visitor sign at their main facility.

**11.1.3.3. Unit Signs.** Unit signs are signs each organizational commander will have the flexibility to assign reserved parking for. The total number of these signs will be determined by organizational manning. Unit signs may only be placed at facilities assigned to the respective units. Units will not manufacture, install, alter, or relocate reserved parking signs. Only 3 CES is authorized to manufacture, install, relocate or remove signs.

11.1.3.3.1. Squadrons are authorized two reserved parking signs, plus a number not to exceed two percent of the squadron's total authorized manning (for example., a squadron with 370 authorized positions is authorized a total of nine signs). Squadron reserved parking signs will be designated with the unit name and numbers corresponding to the number of signs authorized (for example, CRS-1, CRS-2). Squadron commanders may assign signs to squadron members at their discretion. Assignment and control of squadron reserved parking signs will be handled internally within each squadron.

11.1.3.3.2. Tenant and Associate units smaller than squadron level are authorized one reserved parking sign if the unit head is authorized title of commander. In addition, signs not to exceed two percent of the unit's total manning are also authorized.

**11.1.3.4. Group, Wing, and Higher Headquarters Staff.** Reserved parking signs will be authorized for the following positions at their respective duty location. Signs will be designated by positions (for example, 3 WG/CC, 3 SPTG/CC, and so forth).

**11.1.3.4.1. Group and Wing Staff.** Group commanders, deputy group commanders, wing commander, vice wing commander, wing and group executive officers, and chief enlisted managers are authorized a reserved parking sign. In addition, other colonel positions on the wing staff are authorized a sign.

**11.1.3.4.2. Higher Headquarters Staff.** ALCOM and 11 AF commanders, vice commanders, directors, and the senior enlisted advisor are authorized a reserved parking sign. In addition, other colonel and equivalent grades are authorized a sign.

**11.1.3.5. Community Areas.** In addition to the number of handicapped signs required to comply with the Americans with Disabilities Act, the following areas are authorized reserved parking signs as shown.

**11.1.3.5.1. Base Exchange.** Number and category to be coordinated between designated representatives of the 3rd Wing, Fort Richardson, and AAFES.

**11.1.3.5.2. Commissary.** Number and category to be coordinated between designated representatives of the 3rd Wing, Fort Richardson, and DeCA.

**11.1.3.5.3. Base Gymnasium.** As determined by 3 SVS, 3 SPTG, and 3 WG.

**11.1.3.5.4. Eagle Glen.** As determined by 3 SVS, 3 SPTG, and 3 WG.

**11.1.3.5.5. Susitina (Officers) Club.** As determined by 3 SVS, 3 SPTG, and 3 WG.

**11.1.3.5.6. Kashim (Enlisted) Club.** As determined by 3 SVS, 3 SPTG, and 3 WG.

**11.1.4. Government/Contractor Vehicles.** Organizations will only be authorized reserved parking for government vehicles assigned to their units. These signs will be restricted to common areas where GOVs must share space with POVs. Emergency vehicles will have spaces authorized as needed at facilities such as dining facilities. Reserved parking spaces will be provided for contractor vehicles only when such slots are determined mission essential by the unit and are specifically required by contract.

**11.2. Procedures for Reserving Spaces.** The Base Traffic Engineer may approve reserved parking spaces beyond those listed above that appear to have merit and are within the intent of this instruction. The official having control over the parking area will submit a letter of justification and an AF Form 332, *BCE Work Request*, with a diagram showing the proposed reserved slot location to 3 SFS/SFOP, 3 CES/CEOE, and 3 WG/SE for coordination. The Base Traffic Engineer is the approving authority and will maintain a current roster of authorized reserved parking signs. If the requestor disagrees with the Base Traffic Engineer's decision to disapprove a work request, it may be forwarded to 3 SPTG/CC for final decision. All reserved signs will be of standard design, and will be constructed and posted by 3 CES.

## **12. Recreational Vehicle Policy:**

**12.1. General.** This area prescribes policy governing the use and storage of RVs on Elmendorf AFB. All personnel residing on Elmendorf, both housing and dormitory residents, in possession of a RV will store their RV in their respective areas or in an off base storage facility. Persimmon Lot, Maple Lot, Cherry Hill Storage Lot, Hospital Housing Storage Lot or the dormitory RV parking/storage lots are the only authorized RV storage areas on the base. All active duty military personnel may make reservations for the Persimmon Lot. Retired persons may store RVs in the Maple Lot.

**12.2. Temporary Parking for RV.** Temporary parking of a RV is permitted in the base dormitory/family housing areas for periods not to exceed 48 hours for maintenance and to load/unload before or after trips.

**12.3. Permanent Parking of RVs.** Permanent parking of a RV in the family housing/dormitory areas will be permitted only when the vehicle is classified as a primary means of transportation.

12.3.1. A request with complete justification, endorsed by the unit commander, will be forwarded to 3 SFS/SFOP, who will assign a control number and forward the request to the 3 SPTG/CC for approval. If approval is given, 3 SFS/SFOP will issue a temporary Wing Form O-18, *Recreational Vehicle Pass* (one copy). This pass will be prominently displayed in the rear window or window nearest the rear driver's side.

12.3.2. All passes will expire on 1 October of each year. Unit commanders are required to conduct an annual re-certification prior to 1 October. The appropriate documentation will be forwarded through 3 SFS/SFOP to 3 SPTG/CC.

## **13. Disposition of Abandoned POV:**

**13.1. General.** This area concerns the impoundment and disposition of abandoned POVs.

**13.2. Policy.** Any partially dismantled, non-operational, wrecked, junked, or derelict motor vehicle parked on or along public roadways, streets, or parking areas on the installation will be considered abandoned by its owner.

13.2.1. All vehicles presumed to be abandoned will be impounded until lawfully claimed or disposed of in accordance with appropriate directives.

13.2.2. Abandoned vehicles on the installation will be towed and placed into impoundment at the owner's expense, without liability to the government. A vehicle is considered abandoned if:

13.2.2.1. They are parked or left unsafe, derelict, or inoperable at any location on the installation for 72 hours.

13.2.2.2. They have expired installation registration decals, expired license plates, or an expired AF Form 75 and parked for 72 hours.

13.2.2.3. Abandoned vehicles parked in any area, which impedes vehicle/pedestrian traffic or poses a safety hazard are subject to immediate removal.

13.2.2.4. It's illegal to abandon a vehicle on the installation.

**13.3. Responsibilities.** The 3 SPTG/CC will appoint a board of one or more officers or civilians to dispose of abandoned property.

13.3.1. Unit commanders, first sergeants, unit safety officers, building custodians, and housing quad monitors will identify and attempt to determine ownership of derelict, non-operational, junked, wrecked, or abandoned vehicles within their areas of responsibility.

13.3.1.1. Once ownership has been determined, unit commanders, first sergeants, unit safety officers, building custodians, and housing quad monitors will take appropriate measures to have the owner restore the vehicle to an operational condition or dispose of it.

13.3.1.2. If ownership cannot be determined, unit commanders, first sergeants, unit safety officers, building custodians, and housing quad monitors will notify the 3 SFS Security Forces Desk Sergeant of the vehicles location and description. A DD Form 2504, *Abandoned Vehicle Notice*, will be accomplished by security forces personnel who will affix a copy to the vehicle. A DD Form 1408 will be issued for violation of paragraph 13.2.2, this instruction.

13.3.2. The 3 SVS/CC will maintain a system to ensure suspected abandoned vehicles on the installation are dealt with in a prompt manner.

13.3.2.1. The DD Form 2506, *Vehicle Impoundment Report*, will be used for this purpose and photographs will be taken of each impounded vehicle.

13.3.2.2. Ensure impounded vehicles are stored in a designated area.

13.3.2.3. Work along with the 3 SFS Security Forces Desk Sergeant in an attempt to identify vehicle owner and provide the information to the Base Disposal Officer along with a copy of the DD Form 2506.

13.3.3. If the owner of the vehicle is identified, the vehicle will be released after the storage and impound fees have been paid. If the vehicle was towed by 3 TRNS, a DD Form 1131, *Cash Collection Voucher*, will be completed by the Abandoned Vehicle Section and the owner instructed to report to Finance to pay the fees (3 TRNS is the only authorized service allowed to tow GOVs). If the vehicle was towed by 3 SVS, the owner will be instructed to report to 3 SVS Base Auto Hobby



Shop, Building 6136, (extension 552-6136) for payment of towing and storage fees. The receipt will then be verified by the releasing authority to ensure payment has been received, prior to release of the vehicle. The owner will sign the impound log for release of the vehicle. If the vehicle cannot be moved, additional storage charges will be assessed.

13.3.4. The disposition board will conduct diligent inquiries to ascertain or locate the owner or others listed in DODM 4160-21. Registered or certified mail and have a return receipt requested will be used in all attempts to correspond with the owners using the DD Form 2507.

13.3.4.1. The disposition board will publish a list of all abandoned property giving general descriptions of property in public correspondence (for example, base newspaper or bulletin).

13.3.4.2. Whenever the owner, their heirs, next of kin, or legal representative possessing a written release from the owner, or proper authorities wish to claim the property, in person, the property may be claimed anytime prior to disposition. The individual claiming the property will be required to sign receipt upon presenting proof of ownership to the board.

13.3.4.3. If the owner has returned to the Continental United States and desires the return of their property, the expense incident to such shipment is borne by the owner.

13.3.4.4. Process the property through normal disposal channels when the owner elects to return the properly executed release document, unless the property is subject to lien.

13.3.4.5. Expend every possible avenue for determining if a lien exists on abandoned property. If so, notify the lien holder by registered or certified mail and have a return receipt requested.

13.3.4.6. If the owner cannot be determined and the property is not claimed, dispose of the property after 45 days.

13.3.4.7. Whenever efforts to determine the owners, their heirs, next of kin, or legal representative are unsuccessful, 3 SPTG/CC may turn the property over to Defense Reutilization Marketing Office (DRMO) or 3 SVS, for immediate disposal. However, if the fair market value is \$300 or more, it may not be turned over to the receiving agency for 45 days.

13.3.4.8. All associated acquired property will be signed for by the receiving agency on AF Form 52, *Evidence Tag*, and the Found Acquired Property Log. All impounded vehicles will be signed for in the Vehicle Impound Log.

## **14. Base Snow Removal Operations:**

**14.1. General.** This area informs all military and civilian personnel of the general snow removal operations conducted on the installation. This instruction does not detract nor does it supersede any other regulation pertaining to snow removal operations.

**14.2. Responsibility.** The 3 SPTG/CC has overall authority and responsibility for snow removal operations on the installation.

14.2.1. Unit commanders, first sergeants, building custodians, housing quad monitors, and dorm managers are primarily responsible for the timely evacuation of parking areas scheduled for snow removal operations.

14.2.2. The 3 CES/CC, in conjunction with 3 SPTG/CC, has operational control over snow removal equipment and prioritizes its use.

14.2.3. The 3 CES is responsible for posting signs indicating when snow removal operations are scheduled. Signs will be posted at all entrances to the parking areas scheduled for snow removal. The signs will be posted at least 24 hours in advance of any initiation of snow removal. The 3 CES will contact the Security Forces Desk sergeant and advise him/her of the location of the signs. A security forces patrol will verify the signs are posted and the locations and times will be posted in the Security Forces Blotter. Snow removal operations may commence 24 hours from the security forces verification. 3 SVS will have vehicles towed (at the owner's expense) after 24 hours of the snow removal signs being posted. If 3 SVS is unavailable for towing or for multiple vehicles, civilian towing companies may be called to assist in removal of vehicles (at owner's expense). Owners will also be responsible for all storage fees.

14.3. For information concerning parking of vehicles in the base housing areas during snow removal, refer to paragraph 4.10.1, this instruction.

DOUGLAS M. FRASER, Brigadier General, USAF  
Commander

## **Attachment 1**

### **POINT ASSESSMENT FOR TRAFFIC VIOLATIONS**

<b>OFFENCE DESCRIPTION</b>	<b>POINTS</b>
Driving while license revoked	10
Driving while license suspended	10
Driving while intoxicated	10
Reckless driving	10
Failure to stop at Direction of peace officer	10
Failure to stop for school bus with flashing red lights	10
Fleeing the Scene of an accident involving injury or property damage	9
Failure to yield to authorized emergency vehicle	6
Negligent driving	6
Speed 20+ mph over limit	6
Speed 16-19 mph over limit	5
Following emergency vehicle closer than 500 feet	4
Following too closely	4
Speed 11-15 mph over limit	4
Failure to stop for steady red traffic signal	4
Failure to stop for Stop Sign	4
Failure to yield	4
Speed 5-10 mph over limit	3
Failure to properly secure child in safety device	2
Driving with license expired (less than one year)	2
Driving without a valid license	2
Driving without of state license after 90 days in state	2
Crossing an unprotected fire hose	2
Improper lane change	2
Limitation on backing	2
Open container of alcoholic beverage in a motor vehicle	2
Obstructing or Blocking traffic	2

Disobedience to signal of officer regulating traffic	2
Obstructing drivers view	2
Failure to exercise due care in regard to animals	2
Signals required for turns	2
Failure to maintain a speed reasonable and prudent for road conditions	2
Failure to exercise due care to avoid a collision	2

**NOTE:** This list is **NOT** all-inclusive. For offenses not listed in this table citations may be issued and assessed points in accordance with Alaska State Law.